

How to Add the Affiliations Module to Your Industry Access Account

Please follow these steps to add the Affiliations module to your existing account. If you do not have Industry Access, please visit <https://ia.lda.state.la.us/IndustryAccess/User/SignUp>.

1. Log in to Industry Access and click "Request Module Access". Please note that Industry Access accounts must be in the name of an individual. Every individual within the agency organization who will use the Affiliation module should create his or her own account.
2. Search for the agency name by typing the agency license number name in the Search box. Once located, select the record and click "Add". This will add the name to the grid below the search box.

The screenshot shows a web browser window with the URL <https://ia.lda.state.la.us/IndustryAccess/RequestModuleAccess/Index>. The page header features the Louisiana Department of Insurance logo and the text "LOUISIANA DEPARTMENT OF INSURANCE Industry Access Portal". Below the header, there is a navigation bar with "Home", "Request Module Access", and "Your Modules". The main content area is titled "Request Module Access" and includes a "Learn More" link. A message states: "Select a Licensee using the 'View' link to the left of each Licensee Name. If you do not see a Licensee listed, you can search for the Licensee by Name, NAIC number, National Producer Number or License number in the search box and click 'Add' to associate your account with the Licensee. If you are searching for an individual, please begin by typing the last name, a comma and then the first name. To request access to a module, select the module(s) and click 'Next'. Confirm and Submit your selection(s) in the next step. To request Administrative Access, click 'Submit Request' or 'Replace Current Administrator'. Fields marked with a red asterisk are required and must be filled out." Below this message is a search box labeled "Related Licensees for: Test User" with the text "This is a Test Company" and an "Add" button. A table with columns "Licensee", "Identifier", and "Status" is shown, but it is empty, displaying "No items to display".

3. Click "View" next to the agency name. Below it will display two fields: "Administrator Information" and "Request Module Access"

https://ia.idi.state.la.us/IndustryAccess/RequestModuleAccess/Index Request Module Access

Related Licensees for: Test User

Search for Licensee to add... [Add](#)

	Licensee	Identifier	Status	
View	This is a Test Company	9999999 (NAIC Id)	Connected	Remove

1 - 1 of 1 items

Administrator Information

Industry Access Administrator: Michael Boutwell
 Licensee Name: **This is a Test Company**
 Email: mboutwell@ldi.la.gov
 Phone Number: (225) 219-0620

[Replace Current Administrator](#)

Request Module Access

Step 1 of 2: Choose Your Modules

	Module Name
<input type="checkbox"/>	1076 Tax Form
<input type="checkbox"/>	Anti-Fraud Plan
<input type="checkbox"/>	Catastrophic Adjuster Registration
<input type="checkbox"/>	Licensee Contacts
<input type="checkbox"/>	Consumer Assistance Program
<input type="checkbox"/>	CRAFT Complaints
<input type="checkbox"/>	CRAFT Form Filing

[Next](#)

Current and Pending Module Access

Module Name	Status	Effective Date
No items to display		

- One individual from the agency will be the Administrator. If you are the Administrator for the Agency's Producer/Adjuster Portal access, the addition of the Affiliations module will be approved automatically. If you are not the Administrator, that person will have to grant you access approval to make submissions on behalf of the agency. All module access requests from additional users are sent to the administrator of a Licensee for approval. You will receive email from Industry Access confirming that your request has been submitted AND when your request has been granted or denied.
- All requests for the Administrator role will come to the LDI for approval.
- The LDI recommends that the individual requesting Administrator role be someone listed as a contact with the LDI. Other individuals may request to be

Administrator but approval may not be given until the LDI has verified that the requestor is authorized to submit affiliations on behalf of the provider.

- Confirmation of approvals will be sent by e-mail.

4. Under “Request Module Access”, select “Affiliations” module and click “Next.” Verify the modules being selected then click Submit Module Request.

The screenshot shows a web browser window with the URL <https://ia.idl.state.ia.us/IndustryAccess/RequestModuleAccess/Index>. The page is titled "Request Module Access" and contains several sections:

- Related Licensees for: Test User**: A search bar with the text "Search for Licensee to add..." and an "Add" button. Below is a table with one row:

	Licensee	Identifier	Status	
View	This is a Test Company	9999999 (NAIC Id)	Connected	Remove

A pagination bar shows "1 - 1 of 1 items".
- Administrator Information**: Fields for "Industry Access Administrator:", "Licensee Name:", "Email:", and "Phone Number:". The values are: Michael Boutwell, This is a Test Company, mboutwell@idl.ia.gov, and (225) 219-0620. A "Replace Current Administrator" button is below.
- Request Module Access**: A section titled "Step 1 of 2: Choose Your Modules" with a list of modules:

	Module Name
<input type="checkbox"/>	Catastrophic Loss
<input type="checkbox"/>	View Mobile License Card
<input type="checkbox"/>	New Officers/Directors
<input type="checkbox"/>	IRO Review
<input type="checkbox"/>	Act 427
<input type="checkbox"/>	Education Roster Import
<input checked="" type="checkbox"/>	Affiliations

A "Next" button is at the bottom right.
- Current and Pending Module Access**: A table with columns "Module Name", "Status", and "Effective Date". The table is empty, and a message "No items to display" is shown at the bottom right.

5. You will be asked to confirm your selection. If the correct module appears in the white box, click “Submit Module Request.”

The screenshot shows a web browser window with the URL <https://ia.lda.state.la.us/IndustryAccess/RequestModuleAccess/Index>. The page title is "Request Module Access" with a "Learn More" link. Below the title is a detailed instruction paragraph about selecting a licensee and requesting access. The interface is divided into several sections:

- Related Licensees for: Test User**: Contains a search bar with the text "Search for Licensee to add..." and an "Add" button. Below is a table with one row: "This is a Test Company" with identifier "9999999 (NAIC Id)" and status "Connected". A "View" link is on the left and a "Remove" link is on the right. A pagination bar shows "1 - 1 of 1 items".
- Administrator Information**: Displays contact information for Michael Boutwell, Industry Access Administrator at "This is a Test Company". It includes fields for Licensee Name, Email (mboutwell@lda.la.gov), and Phone Number (225) 219-0620. A "Replace Current Administrator" button is at the bottom.
- Request Module Access**: A section with a blue header "Step 2 of 2: Confirm Your Selection". It states "You are about to submit a request for access to the following module(s):" followed by a list: "1. Producer/Adjuster Portal" and "2. Affiliations". At the bottom are "Previous" and "Submit Module Request" buttons.
- Current and Pending Module Access**: A section with a table header for "Module Name", "Status", and "Effective Date". The table is empty, and the pagination bar shows "0" and "No items to display".

The browser window shows standard navigation buttons and a zoom level of 100%.

Once the approval process is complete, the module link will be available under “Your Modules”.